UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Arizona State Office

In Reply Refer to:
1510 (AZ-951) P

July 20, 2001

EMS TRANSMISSION:
Instruction Memorandum No. AZ-2001-026
Expires: 09/32/02

To: State Leadership Team, All Employees

From: Deputy State Director, Business and Support Services Division

Subject: Interior Department Electronic Acquisition System (IDEAS) - Standard Operating Procedures (SOP)

Purpose: The Interior Department Electronic Acquisition System (IDEAS) is an automated system that will replace the manual preparation of the Form 1510-18, Purchase Requisition/Oral Order. Effective October 15, 2001, all requisitions must be entered into the IDEAS automated system and the use of the Form 1510-18 will be discontinued. No purchases over $2500 will be made after October 15, 2001 unless the IDEAS system is used. Purchases under $2500 will remain on the Government Mastercard.

Background: For some time, the procurement staff in Arizona has been experimenting with the Interior Department Electronic Acquisition System (IDEAS). IDEAS is an automated system that will replace the manual preparation of the Form 1510-18, Purchase Requisition/Oral Order.

Policy/Action: The IRM staff is arranging for all employees who have requisitioning authority to have an icon installed on their Windows desktop that will say “Citrix Program Neighborhood”. The Citrix Program is the vehicle by which the IDEAS system will be accessed. All State Office and Field Office IRM staffs are aware of the Citrix requirement and can assist you in establishing that icon. The attached Standard Operating Procedures outline, in great detail, the guidelines to be followed when using the IDEAS system.

Time frame: Effective October 15, 2001

Manual/Handbook Sections Affected: Standard Operating Procedures Manual 1510.

Contact: If you have any questions regarding the use or implementation of IDEAS, please call Janell Reifel at (602)417-9266 or Bob Kritzstein at (602)417-9264. Contact your local IRM Staff if you need assistance with the establishment of the Citrix icon.

SIGNED BY:
Bob Kritzstein
for Lonna O’Neal
DSD, Bus/Support Svs

AUTHENTICATED BY:
Hillary Conner
Staff Assistant

Attachments:
1. AZ IDEAS-PD Standard Operating Procedures (11pp.)

AZ IDEAS-PD STANDARD OPERATING PROCEDURES

A. **Guidance for Requisitioners**.

The following guidance applies to all requirements which exceed $2,500. Requirements below this threshold should be processed by the program office using the Government Charge Card. If the vendor does not accept the Government Charge Card, the acquisition and payment will be made with the convenience check in accordance with Instruction Memorandum No. WO99-94, dated March 25, 1999

<u>Preparing Requisitions</u>. Requisitions (Purchase Requests - PR) for supplies, service, contract and assistance agreements will be prepared electronically using IDEAS. Requisitioners and approving officials (i.e. supervisors, property management and IRM) will use CITRIX for accessing the IDEAS program. CITRIX will replace the use of the PDWeb program. If you are currently using PDWeb, then you should advise your local IRM office to convert you to the CITRIX program as soon as possible. Instructions for installing the CITRIX program are located on the Lotus Notes IDEAS discussion group. Additional assistance is available through the BLM IDEAS Help Desk at 303-236-4176.

You should discontinue use of BLM forms 1510-18 and 1510-5 once training has been completed. By October 15, 2001 all requisitions must be prepared in IDEAS.

Purchase Requests must be completed in their entirety, including the five critical elements listed below:

1. Identification of the Requesting Office, Point of Contact, Shipping and Invoice Address.

2. A complete description of the supply or services that are required. An electronic attachment to the Purchase Requests may be required for extended descriptions which exceed the available space on the form.

3. All line items must be identified and entered on the Purchase Request or provided as an electronic attachment. Do not use a single line item entry to summarize your requirements.

4. Enter complete and accurate funding codes. Contract Level Funding will be used in IDEAS for entering your funding codes that are processed in IDEAS.

5. Appropriate approvals (ie. supervisor, property management, IRM).

Accountable Property and /Fixed Assets (Budget Object Class 3100). Requirements for accountable property will be coordinated with the responsible property management office **before** the PR is processed and routed to the procurement office. Property Management Office staff will assist you in the preparation of the PR. This includes: 1) assigning valid budget object class codes; 2) attaching a note on the PR to the provide procurement staff with instruction for entering the appropriate FA Quantity in the obligation funding screen; and 3) breaking out line item entries. Additional guidance on the acquisition of accountable property can be obtained under Instruction Memorandum No. IM-BC-99-12, dated December 1, 1998.

Once the PR is prepared, you should return the PR to Property Management for approval by selecting the IDEAS-PD approval template "*Property Management Review and Approval*". Upon approval, Property Management will forward the PR to the next routing stop identified on the routing slip, or return the PR to the originating office if there are not multiple routing stops indicated.

Attention Property Management Staff:

Due to a departmental decision resulting from the implementation of the new FFS 5.1.6D and 4.0 Procurement Desktop (IDEAS) releases, a new trans code was developed effective 6.14.99, for obligations created through the IDEAS/FFS interface. The new trans code is M$ instead of MO.

All capitalized property requires that an obligation be created in IDEAS-PD. (Refer to Page 1-3, Section B, Guidance for Acquisition Staff, Purchase of capitalized property using the Government Charge Card or Convenience Checks.) When processing FA receipt (F1 and B1) documents for capitalized property (equal to or greater than $10,000), the FA system user must use the M$ trans code when referencing the corresponding document number.

Information Technology (IT) Items. Information Resource Management (IRM) review and approval is required for the purchase of **all** IT items. The requisitioning office will coordinate all PR's for IT with the responsible IRM office before the PR is prepared and approved by the program office official. The responsible IRM office will assist you to prepare your PR with the appropriate configuration, and ensure the PR complies with the current BLM IRM policies.

Once the PR is prepared, the document should be returned to IRM for approval by selecting the IDEAS-PD approval template "*IRM Review and Approval*". Upon approval, IRM will forward the PR to the routing stop identified on the routing slip, or return the PR to the originating office if there are no multiple routing stops indicated.

Program Office Review and Approval. After you complete the requisition, and before you route the PR to procurement, you will route the PR to the program office official (supervisor) in your office who is designated to review and approve PR's. Use the IDEAS-PD approval template "Supervisor Approval" for this action. Approval by the supervisor certifies the following:

1. Funds are available to support the request for goods and services.

2. The funding code cited is valid and accurate.

3. The Budget Object Code (BOC) cited is valid and accurate.

4. The requirement represents a valid need for accomplishing the BLM mission.

<u>Routing.</u> Upon approval, the supervisor will route the approved PR to the individual assigned with Remote Date Entry (RDE) responsibilities if the funding will be posted as a commitment in FFS. Use the approval template "Purchase Request Commitment (Finance)" for this action.

PR's that are not posted in FFS as a commitment should be sent directly to the appropriate procurement office for processing.

1. PR $2,500 to $25,000 Open Market, up to $100,000 delivery schedule, can be done at offices with purchasing agent.
2. PR $25,000 Open Market and delivery orders over $100,000 over must be routed to the team cabinet for the State Procurement Analyst for review.

<u>Changes to Funding Code Information</u>. Program Offices are responsible for making all changes to funding code information that is originally entered on the PR's and sent to RDE, Finance, or the Procurement Office. Funding code information includes the Fiscal Year, Budget Organization, Budget Object Class, Program, and Job/Project Number. Program Offices will create a PR modification for making these changes. PR modifications will be approved and routed to the appropriate office using the guidance in this section of the SOP.

<u>Management of IDEAS-PD Documents</u>. Route all PR's that have been returned to the Program Office by Procurement that have been processed and are no longer useful to the BLM user *"Archive"*. Route all PR's that are <u>not valid</u> and can not be deleted to the BLM user "*Trash"*. Documents that have been archived or trashed may be retrieved by contacting the BLM help desk at 303-236-4176

B. Guidance for Acquisition Staff.

All PR's exceeding $2.500 will be processed by acquisition staff through IDEAS-PD. This includes acquisition of supplies, equipment, services, assistance agreements, Inter/Intra Agency Agreements and other actions.

Purchases Using the Government Charge Card. All purchases over $2,500 must be processed using the appropriate award instrument in IDEAS (i.e OF347, SF1449, SF26, SF1442, SF30). Payment for these purchases may be accomplished using the Government Charge Card or Convenience Check in accordance with the guidance published in IM 200-129 Change 1.

Providing Customer Notification. Field Office and State acquisition staff will notify their customers (requisitioners) with timely information on the status of their purchase requests using electronic methods (e.g. e-mail, routing PR back to program office or other acceptable methods) Distributing hard copy award documents to the requisition office is no longer required. Distributing hard copies is discouraged now that the use of IDEAS will permit Program Office and other users to review and print awards on-line.

Establishing BPA's and BPA Calls. Upon completion of the initial BPA setup in IDEAS-PD, the contracting officer will select the approval template "Contracting Officer Approval" and will complete the non-finance approval. Upon approval, the CO will route the BPA setup document to the responsible RDE or finance office. All BPA and individual BPA call document numbers will be assigned using the guidance in IM 2001-004.

All BPA setup documents must include the following information:

1. Completed Period of Performance (Start and End Date). The maximum amount of time a BPA setup document may be established for is 5 years. After this period, these documents must be reestablished with a new document.

2. Established limits under the BPA (i.e. NTE Per Call and Authorized Limit)

3. Applicable Terms & Conditions. The terms and conditions must be established using either the IDEAS template or the equivalent information that is created and saved in IDEAS as an attachment.

4. List of individuals who are authorized to place orders.

Entering IDEAS-PD Vendor Information for Awards. All Arizona acquisition staff will use the BLM document *"Instructions for Completing Vendor Information"* when completing the vendor table in IDEAS-PD. This document will be routinely updated and maintained on the BLM Intranet acquisition web-site @ http://158.68.251.91/natacq/ideas/ideas.html

Transmitting IDEAS-PD Vendor Information to FFS. Upon completion of the award document and prior to obtaining approval in IDEAS-PD, the CO will review the vendor status under Vendor Maintenance and determine if the vendor has been transmitted to Finance (*status= "reviewed and transmitted"*). If the vendor has not been transmitted to FFS, the CO will send a Lotus Notes e-mail message to the BLM IDEAS Help Desk requesting the Vendor be transmitted to FFS. Once the vendor information has been transmitted, the CO will refresh the vendor identified on the award document and route to the responsible RDE or Finance Office for posting the obligation.

Contracting Officer (CO) Approval. Prior to RDE or Finance approval to post the award document as an obligation in the Federal Finance System (FFS), the CO will approve the document using the approval template "Contracting Officer Approval". This approval sheet will be used for authenticating the contracting officers signature on the award document. All award documents entered into IDEAS must contain a Contracting Officers approval. Finance staff from the BC-620, Field Training & Payment Section, will contact the responsible office and require a hard copy of the document prior to making payment for those awards that do not contain CO approval.

To obligate Funds. For all award documents to be obligated by RDE or finance, the CO will select the approval template "*Award Obligation (Financial)*" and route to the responsible RDE or Finance office for approval.

Processing Awards That Do Not Obligate Funds. The CO will approve all awards that do not obligate funds (e.g., indefinite delivery/indefinite quantity, (IDIQ) awards, requirement type awards, space leases or no-cost modifications). The IDEAS-PD approval template *"Contracting Officer Approval"* will be used for this type of action. Upon approval, the Contracting Officer will perform the IDEAS "Release/Issue" function. These types of award documents will not be processed by Finance or RDE. For all award documents to be obligated by RDE or finance, the Contracting Officer will select the approval template "Award Obligation (Finance)" and route to the responsible RDE or finance office for approval.

Changes to Funding Code or Other Purchase Request Information. Procurement staff will return all PR's to the Program Office when changes to funding code information is required. Funding code information includes the contract level funding screen fields - Fiscal Year, Budget Organization, Budget Object Class, Program or Project/Job Number fields. Program offices will be responsible for modifying the PR and making appropriate changes.

Use of Electronic Commerce. All written solicitations that are below the simplified acquisition threshold or commercial item solicitations that are under the commercial item test pilot program and less than $5,000,000 will be created in IDEAS-PD and posted on the DOI electronic web-board at: http://ideasec.usgs.gov Formal contract solicitations and awards will also be sent to the EC web-board when you are notified the functionality becomes available and implemented in the BLM. Hard copies of the written solicitation may continue to be distributed to local vendors that are contained on your bidders mailing list. Instructions for using EC in IDEAS-PD will be posted and maintained on the BLM Acquisition Website at: http://web.blm.gov/natacq/ideas/ideas.html

Acquisition staff will provide the BLM EC Outreach Notice to all vendors on the bidders mailing list, to those trading partners who receive awards, and to those seeking to do business with the BLM.

Distribution of Award Documents. Effective October 1, 1999, hard copies of all procurement award documents created in IDEAS-PD will no longer be sent to the Finance Office in Denver. These documents will be available to finance staff and other offices electronically. Space lease awards are excluded from this procedure - refer to Space Lease Acquisition section for further guidance.

Required Documentation for Solicitation and Awards. All solicitation and award documents entered into IDEAS must include a folder with the minimum information listed below. Information not specifically identified that is in electronic form will be required to be saved in IDEAS.

The BLM and DOI is committed to becoming paperless wherever feasible and as quickly as possible. Electronic storage of acquisition data will enable the BLM to achieve certain efficiencies and it will save the Bureau money. For example, the Finance Office will be able to process obligations and payments faster and will reduce the amount of prompt payment interest being paid Bureau wide. Use of electronic storage will also enable the BLM to reduce the cost for conducting required annual acquisition and property program reviews by conducting much of the review on-line.

1. Completed Purchase Request and related attachments (i.e. justifications for non-competitive procurement, statements of work, specifications)

2. Solicitation document including all related attachments (i.e. statements of work, specifications, electronic wage rate determinations, bid or quote schedules, CBD synopsis notifications)

3. Bidders Mailing list - if a written solicitation is issued

4. Quote evaluation if a written solicitation is issued

5. Negotiation memorandums, price reasonableness determination, and past performance information related to source selection

6. The award document, completed in its entirety (e.g. OF-347, SF1449, SF1442, SF-26, SF-30, BPA Setup or Individual BPA Call) including all related attachments. The terms and conditions (provisions and clauses) must either be included in the solicitation or award document under the clauses tab, or it must be saved in IDEAS as an electronic attachment. Delivery/Task Orders that are issued against an existing contract, or delivery orders placed against mandatory sources must reference the applicable contract number. Delivery and Task Orders are exempt from including applicable terms and conditions

7. Award and contracting officer representative appointment letters/memoranda, notices to proceed, and contract diaries

8. FPDS report for awards and modifications

9. Contractor performance

Contract Level Funding. Contract Level Funding will be used in IDEAS-PD for entering all funding code information.
Acquisition staff will ensure the "partial" and "final" flag is marked approximately in the contract level funding scree for all awards that are made from PR's that were posted as a commitment in FFS. This procedure does not apply to PR's that are not posted as a commitment in FFS..

Grants, Cooperative Agreements and Inter/Intra Agency Agreements. The Field and State Office are encouraged to process Grants, Cooperative Agreements and Inter/Intra Agency Agreements through IDEAS. There are many benefits to be realized by doing so. Purchase Requests can be submitted electronically by customers and commitments and obligations can be posted electronically.

The following guidance must be observed when processing assistance and grant awards in IDEAS.

1. Form SF-26 or OF-347 must be used to process and post obligations through the FFS interface. Award documents must use the appropriate documents identifier code ("A", "W", or "F") when assigning the document number. These documents must not be reported in the Federal Procurement Data System (FPDS), therefore these documents must be marked "FPDS Not Required" when creating the award. All Federal Assistance Award Data (FAADS) reports must continue to be prepared using the Pre-Printed Forms System (PPFS) until such time as this system is replaced by a Bureau or Department approved program. Inter/Intra agency agreements are not required to be reported.
2. Electronic Forms 1511-1 (Assistance Agreement) 1511-2 (Amendment of Request For Application/Modification of Assistance Agreement), 1681-3 (Reimbursable Work Authorization (RWA)), and Inter/Intra Agency Agreement) are available in IDEAS under the menu Procurement>Attachments. These attachments can be created for use in addition to the requirement for creating forms SF-265 or OF-347.

Space Lease Acquisitions. All space lease acquisitions will be processed in IDEAS using the following procedures:

1. All obligation document will be routed to the team cabinet "BC620B-Space Lease Payments". Hard copies of all signed lease agreements forms (US Government for Real Property) will continue to be sent to Finance, Attention BC-620.

2. A Lotus Note e-mail message will be sent to the BLM IDEAS Help Desk using the guidance provided in section **Transmitting IDEAS-PD Vendor Information to FFS** above.

3. A Task/Delivery Order will be prepared annually for establishing obligations in the Federal Finance System (FFS) if an existing contract has been awarded that includes more than a one year period of coverage. Issuance of modifications using the SF-30 will not be used for this purpose. The document identifier code "D" will be used for assigning your task/delivery order number in accordance with Instruction IM 2001-004. The last four characters of the task/order number must reference the original lease by using the "L" followed by the last three characters of the original lease.
The SF-26 may be used for new space lease awards that either include or do not include obligations. New space lease awards must be prepared assigning a document number using the document identifier code "L". Refer to Instruction Memorandum IM-BC-098-050 for guidance on assigning document numbers. Task/Delivery Orders will be used for extending or renewing leases beyond the original award period.

4. The government purchase card and convenience checks may be used for small dollar amounts leases that are less than $2,500. These type of actions are not required to be processed in IDEAS. Use of the purchase card or check for space leases under $2,500. Is authorized for use under the following four conditions:

a. The amount is less than $2,500.

b. There is a good business reason-for example the amount of the annual lease is$500.

c. A convenience check may only be used when the vendor does not accept the purchase card; and

d. If the purchase card or convenience check is used, the cardholder must ensure that an obligation and payment schedule has not already been established in Finance. Duplicate payment to vendors must be avoided.

<u>Existing Leases</u>. A delivery order will be prepared using form OF-347. The document number assigned to the delivery order will use the document identifier code "D" in accordance with the guidance provided under Instruction Memorandum IM-BC-098-050. The last four characters of the delivery order number will use the document type code "L" followed by the last three characters of the original lease number.

<u>New Leases</u>. A purchase order will be prepared using form OF-347. The document number assigned to the document will use the document identifier code "L" in accordance with the guidance provided under IM-BC-098-050. A delivery order will be prepared and the document identifier code "D" will be used for assigning document numbers for exercising option periods under the original lease. The last four characters of the delivery order number will use the document type code “L” followed by the last three characters of the original lease number.

Land Acquisitions. These types of acquisition will not be processed in IDEAS. Refer to BLM Manual H-2101-1, Chapter 5, Acquisition Processing for further guidance.

Novation and Change-of-Name Agreements. Contracting Officers must use one of the two options listed below for processing changes to awards where legal notification has been received the ownership of the business (contractor) has changed, or where payment under an existing obligation will be made to someone other than the original contractor.

> 1. Modify Existing Contract or Order. Under this option, a novation or change in name agreement may be processed by modifying a contract or order using form SF-30. The successor contractor and address (including payment information) must be entered in block 14 (description of amendment/modification). The original contractor name and address must be entered in block 8.
>
> The successor contractor name, address and payment information will be required on all subsequent modifications or orders that are issued during the life of the contract. To facilitate this requirement, it is recommended the information be entered in the footer text on the line item summary screen. Following this procedure will enable you to avoid having to re-enter this information on each subsequent procurement action.
>
> If the contract or order was reported to the Federal Procurement Data System (FPDS) using form SF-279, then all subsequent reports will continue to be reported using the original contractors name and Dun & Bradstreet Number.
>
> 2. Cancel Existing Contract - Issue New Contract. This option requires issuing a modification to cancel the existing contract, and create a new contract for the successor contractor. When creating the modification, you must mark the action as a cancellation. Prior to cancellation, you must contact the Finance Office to determine if any payments have been disbursed and the amount for each. This information will be needed to reflect the current status when creating your new contract.

To save you time, it is recommended the new contract be created using the “copy from” feature in IDEAS (File/Copy From). The new contract must be issued reflecting the successor contractor information, along with the current status from the previous contract. This information will come from your most recent modification that was issued against the original contract.

A FPDS report must be created to reflect the successor contractor. Use the same type of FPDS report (e.g. SF-281 or SF-279) that was used for reporting the original contract.

Management of IDEAS-PD Documents. Route all acquisition documents that have been processed in IDEAS-PD that are completed and are no longer useful to the BLM user “*Archive*”.

Route all PR's that are not valid and can not be deleted to the BLM user "*Trash*". Documents that have been archived or trashed may be retrieved by contacting the BLM help desk at 303-236-4176.

C. Guidance for Remote Data Entry and Finance.

Posting Commitments and Obligations. Remote Data Entry (RDE) and Finance staff will be responsible for posting commitment and obligation documents created in IDEAS-PD.

Contract Level Funding. Contract level funding will be used for all commitments and award obligations, including those for capitalized property.

RDE/Finance Approval. RDE and Finance will approve all commitments and obligation documents that are routed through IDEAS-PD with an associated finance action (e.g., posting commitments or obligations). RDE/Finance approval will be performed on the following IDEAS-PD approval sheets:

1. Posting Commitments - Purchase Request Commitments (Finance)
2. Posting Obligations - Award Obligations (Finance)
3. Posting BPA Set-Up Documents - Use the IDEAS-PD Release/Issue Function

Upon approval, IDEAS-PD will prompt RDE or Finance to log-in to FFS. When prompted to enter the SEC1 code, enter your two alpha state code (i.e., AZ, NV, etc.). Commitment and obligation data will then pass from the IDEAS-PD source document to FFS. Obligations will be created in FFS as an M$ transaction. BPA set-up data will pass to the FFS BASM table.

IDEAS-PD Issue and Release Function. Finance and RDE staff will be responsible for performing the IDEAS-PD release/issue function for BPA Set-up documents. Upon execution, the Finance interface will be invoked and will pass the BPA Set-up information to the FFS BASM Table for tracking individual BPA calls. Upon completion, Finance or RDE will route the BPA Set-up back to procurement using the pre-defined routing slip created by the Procurement Office.

Correcting FFS Cost Structures and Edit Errors. For all commitments and obligations, RDE and Finance should continue with their established procedures for correcting FFS cost structure and edit errors received using the IDEAS-PD/FFS interface.

RDE/Finance Routing. Upon the successful transfer of commitment and obligation data, RDE and Finance staff will route the fully approved document to the designated Procurement Office for processing if a pre-defined routing sheet has been established. Otherwise, the document will be returned to the originating office.

Transmitting IDEAS-PD Vendor Information to FFS. The BLM IDEAS Help Desk staff will be responsible for transmitting all IDEAS-PD vendor award data to FFS for those vendors whose status has been marked “reviewed” by the contracting officer (including BPA Setup). This action will be accomplished upon receipt of a Lotus Notes email notification from the Contracting officer or RDE of an impending award/obligation. Once the Vendor information has been transmitted, all FFS related changes must be coordinated with the BLM IDEAS Help Desk

<u>Processing Receiving Reports and Invoices.</u> **RESERVED**